

**CITY OF SOMERVILLE BOARD OF ASSESSORS  
INCOME & EXPENSE FORM**

Dear Property Owner or Lessee:

The Board of Assessors, under Massachusetts law, requests income and expense information pertaining to all rental and income producing property within the City of Somerville for the **CALENDAR YEARS SHOWN**. Income and expense data is not a matter of public record and is held in the strictest confidence. This information allows the Assessors to determine equitable values for assessment purposes. Failure to comply with this request may result in an inaccurate, estimated assessment and also the loss of statutory right of appeal under MGL Chapter 59, Section 38D. The Board asks that you reply within **30 days** and thanks you for your compliance.

Property Location \_\_\_\_\_

**ANNUAL INCOME DATA**

**YEAR 200**

**YEAR 200**

Apartment Rents.....  
Office Rents.....  
Retail Rents.....  
Industrial/Warehouse/Garage Rents.....  
Room Rents (Hotels, Boarding Houses).....  
Other Income (Laundry, etc).....  
Parking Rents.....  
Loss due to Vacancy & Bad debt.....  
Expense Reimbursements.....  
**TOTAL ANNUAL INCOME**.....

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**ANNUAL EXPENSES** (List only those that you pay)

Management.....  
Leasing fees/Commissions/Advertising.....  
Legal/Accounting.....  
Heat/Air Conditioning.....  
Electricity.....  
Other Utilities.....  
Payroll (except mgmt.).....  
Supplies (Janitorial, etc).....  
Maintenance & Repairs.....  
Common Area Maintenance.....  
Elevator Maintenance.....  
Snow/Trash Removal.....  
Other (Specify \_\_\_\_\_).....  
Fire/Liability Insurance.....  
Reserves for Replacement.....  
Security.....  
**TOTAL ANNUAL EXPENSES**.....

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**NET OPERATING INCOME (INCOME MINUS EXPENSES)**.....

Real Estate Taxes.....  
Mortgage payments (principle & interest).....

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\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(over)

CITY OF SOMERVILLE  
INCOME & EXPENSE STATEMENT

Please answer all questions that apply to your property. Apartments \_\_\_\_\_ Commercial \_\_\_\_\_ Industrial \_\_\_\_\_ Mixed Use \_\_\_\_\_

**RESIDENTIAL RENT SCHEDULE:**

**OWNER OCCUPIED?** Yes \_\_\_\_\_ No \_\_\_\_\_ Are any of the apartments rented by family members? Yes \_\_\_\_\_ No \_\_\_\_\_ How many? \_\_\_\_\_  
TOTAL NUMBER OF UNITS \_\_\_\_\_ **HOW MANY:** STUDIO APTS \_\_\_\_\_ # OF BATHROOMS: \_\_\_\_\_  
1 BEDROOM APTS \_\_\_\_\_ 2 BEDROOM APTS \_\_\_\_\_ 3 BEDROOM APTS \_\_\_\_\_ 4 BEDROOM APTS \_\_\_\_\_  
Number of Elevators? \_\_\_\_\_ How many spaces off street parking? \_\_\_\_\_ Does landlord pay heat? Yes \_\_\_\_\_ No \_\_\_\_\_  
Do you have a basement? Yes \_\_\_\_\_ No \_\_\_\_\_ Is there living area in the basement? If yes, what percent? \_\_\_\_\_ %  
Is there living area in the attic? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, what percent? \_\_\_\_\_ % Central Air Cond? Yes \_\_\_\_\_ No \_\_\_\_\_  
LEASES? Yes \_\_\_\_\_ No \_\_\_\_\_ LENGTH OF LEASE \_\_\_\_\_ YEAR/S TENANT AT WILL ? Yes \_\_\_\_\_ No \_\_\_\_\_  
Any Vacancies? \_\_\_\_\_ If so, length of vacancy? \_\_\_\_\_ Reason for vacancies? \_\_\_\_\_

**COMMERCIAL RENT SCHEDULE:**

Is any of this property **OWNER OCCUPIED**, if so, what percentage ? \_\_\_\_\_ %  
PRIMARY USE OF PROPERTY? RETAIL \_\_\_\_\_ OFFICES \_\_\_\_\_ MFG \_\_\_\_\_ WHSES \_\_\_\_\_ AUTO \_\_\_\_\_ STORAGE \_\_\_\_\_  
How many square feet of Retail? \_\_\_\_\_ Office space? \_\_\_\_\_ Industrial? \_\_\_\_\_ Manufacturing? \_\_\_\_\_  
Storage? \_\_\_\_\_ Garage? \_\_\_\_\_ Service Shop? \_\_\_\_\_ Auto Repair? \_\_\_\_\_ Hotel Rooms? \_\_\_\_\_  
TYPE OF LEASE? GROSS \_\_\_\_\_ NET \_\_\_\_\_ NET NET \_\_\_\_\_ TRIPLE NET \_\_\_\_\_ TENANT AT WILL \_\_\_\_\_  
Number of Elevators? \_\_\_\_\_ How many off street parking spaces? \_\_\_\_\_ Central Air Cond? Yes \_\_\_\_\_ No \_\_\_\_\_  
Any vacancies? \_\_\_\_\_ If so, length of vacancy? \_\_\_\_\_ Reason for vacancies? \_\_\_\_\_

**IF MIXED USE PROPERTY**, which floors are Commercial use? \_\_\_\_\_ Residential Use? \_\_\_\_\_

**DO YOU HAVE ANY SHEDS?** Yes \_\_\_\_\_ No \_\_\_\_\_ **GARAGES?** Yes \_\_\_\_\_ No \_\_\_\_\_ **OTHER STRUCTURES?** \_\_\_\_\_

**MARKET DATA:** When did you purchase this property? \_\_\_\_\_ How much did you pay for it? \_\_\_\_\_  
Did you buy this property from a friend or member of your family? Yes \_\_\_\_\_ No \_\_\_\_\_ Was furniture or inventory included in the purchase? Yes \_\_\_\_\_ No \_\_\_\_\_  
Was this property listed with a Realtor when you purchased it? Yes \_\_\_\_\_ No \_\_\_\_\_  
Have you put this property on the market since you've owned it? Yes \_\_\_\_\_ No \_\_\_\_\_ Is there anything that you believe takes away from the value of this property and why? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Owner or Preparer Under Penalty of Perjury

\_\_\_\_\_  
Mailing address if different from mailing label

\_\_\_\_\_  
City State Zip Code

Date \_\_\_\_\_

Daytime Telephone number \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

